



RELOCATION PLAN

CARE HOUSING | SWALLOW HOUSING PROJECT

ABSTRACT

Paragon Partners Ltd. (Paragon) is the relocation consultant tasked with providing relocation advisory services for the Housing Catalyst/CARE Housing, Inc. Swallow Housing Renovation Project which will require temporary and permanent relocation services. Paragon has researched and prepared a comprehensive Relocation Plan that provides a summary and statistical information regarding the impact of the project on displacees.



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I. INTRODUCTION

CARE Housing is a community based non-profit organization founded in 1992 to help meet the housing needs of low and moderate income households in Northern Colorado. Currently, CARE Housing owns and operates 324 units of affordable rental housing.

Housing Catalyst is the largest affordable housing developer and property management company in Fort Collins with over 1,000 units of affordable rental housing. Established in 1971, Housing Catalyst has over 45 years of experience in developing housing, managing properties, and providing services for the community's most vulnerable people. It is a quasi-governmental organization created by the Fort Collins City Council and established under state law to provide safe housing for low and moderate income households within the City of Fort Collins and Larimer County.

CARE Swallow is a 40-unit multifamily affordable housing community located at 1303 West Swallow Road in Fort Collins. The community includes 10 residential buildings, common laundry area, a community clubhouse, office space, and a playground and community garden. VOS is a 44-unit multifamily affordable housing community located at 1403 West Swallow Road in Fort Collins. It includes 11 residential buildings.

Currently, the adjacent properties are under separate ownership by CARE and Housing Catalyst but will ultimately be combined and sold into a LLLP upon closing of tax credit partnership. Housing Catalyst will act as Developer for the rehabilitation project, and CARE will be the General Partner and ultimate owner/manager.

The Swallow Road Project (Project) includes the permanent acquisition and renovation of the Swallow Road Apartments and will require two types of relocation:

- Temporary Relocation
- Permanent Relocation

CARE Housing, Inc. has engaged the services of Paragon Partners, Ltd., a firm specializing in the administration of the Uniform Relocation Act and temporary relocation.

TEMPORARY RELOCATION

All residents living in the 84 units at the Swallow Road Apartments have been provided with appropriate required General Information Notices or Move-In- Notices, depending on date of move-in.

The comprehensive renovations of the apartments will require that each of the 84 units be vacated for a period of four to eight weeks. In order to provide the General Contractor with access to each unit for this period, current residents that will continue to live onsite will experience one of the following situations:

Temporary relocation to an on-site apartment. Beginning in March 2020, property management staff have been holding vacant units for use as temporary housing units during renovation. A professional moving company will move resident belongings to the temporary unit and back to a renovated unit after construction.

OR

Whenever possible and appropriate, residents will be moved one time from their current apartment directly into a renovated unit. Residents who meet the income requirements have the right to return to a comparable unit upon renovation. Property Management staff estimates that at least 25% of all residents will choose to move directly to a renovated unit.

In the event that an appropriate onsite unit is not available for temporary housing, residents will be accommodated in another property operated by CARE Housing or Housing Catalyst or in a local motel.

Paragon Partners, Ltd. will provide temporary relocation assistance consulting and training to the Swallow Road Housing Catalyst/CARE team. This includes meeting remotely with Housing Catalyst/CARE representatives to instruct them on the process and ensuring compliance with all applicable requirements, including the Department of Housing and Urban Development (HUD Handbook 1378). Paragon Partners, Ltd. will also provide samples of notices, forms, and files and continue to provide consultation for the forms, move in/out schedules, procurement of all services required for temporary relocation (e.g., moving companies), resident networking, and providing payments, as required.

PERMANENT DISPLACEMENT AND RELOCATION

Financial sources for the project include the federal Community Development Block Grant, triggering the Uniform Relocation Act. It appears that 6 units will be out of compliance or permanently displaced and relocated under the provisions of the Uniform Relocation Act.

If any households are permanently displaced, CARE Housing, Inc. will follow URA guidelines regarding permanent relocation.

RELOCATION BUDGET

<p style="text-align: center;">ESTIMATED RELOCATION COSTS</p> <p style="text-align: center;">\$400,000</p>
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PURPOSE OF THE RELOCATION PLAN

The purpose of the relocation plan is to provide the public with information about the impacts of the proposed Project on residential occupants to be temporarily or permanently displaced and to develop solutions to minimize the impacts of these displacements. More specifically, the primary objectives of the relocation plan are as follows:

1. To conduct a survey of relocation needs of the households displaced by the proposed Project.
2. To perform an analysis of the relocation needs of impacted individuals and families. This includes a determination of the location factors and characteristics required in identifying comparable replacement housing sites. The replacement housing sites should exhibit:
 - a. Comparability to the displacement unit
 - b. Compliance with applicable local housing codes
 - c. Decent, safe, and sanitary condition
 - d. Affordability to the displaced person
 - e. Availability in areas which are compatible with the housing needs and location factors identified in the survey
 - f. Availability on the market
 - g. Availability to displacees without regard to age, race, color, religion, sex, marital status, or national origin
3. To conduct a survey and analysis of available relocation resources. This survey will aid in determining whether comparable replacement resources are available to the affected residences.
4. To outline CARE's relocation procedures, funding sources, and time frame for relocation activities. This is to assure that uniform, fair, and equitable treatment is provided to all displacees of the proposed Project.
5. To determine the needs of displacees as well as the potential costs to effectively relocate the displacees.
6. To determine any need for Last Resort Housing for relocation of any household that will require financial assistance beyond the limits set by state statute.

PUBLIC PARTICIPATION

CARE will ensure the following:

1. Timely and full access to all documents relevant to the relocation program. CARE will only restrict access to material where its confidentiality is protected by law or its disclosure is prohibited by law.
2. The information in documents provided does not compromise the privacy of eligible persons.
3. The provision of technical assistance necessary to interpret elements of the relocation plan and other pertinent materials.
4. A general notice of the relocation plan shall be provided to all displacees within the proposed Project area. The draft relocation plan will also be available for public review for 30 days and may be distributed to displacees, interested citizen groups, and other public agencies for review and comment.
5. Copies of the relocation plan shall be available for review within 30 days of final approval. Comments from displacees and other interested persons regarding the relocation plan should be sent to:

Cheryl DeMucci
Paragon Partners, Ltd.
5660 Katella Avenue, #100
Cypress, CA 90630

OR

Dustin Barrington
CARE Housing
1303 W Swallow Road
Fort Collins, CO 80526

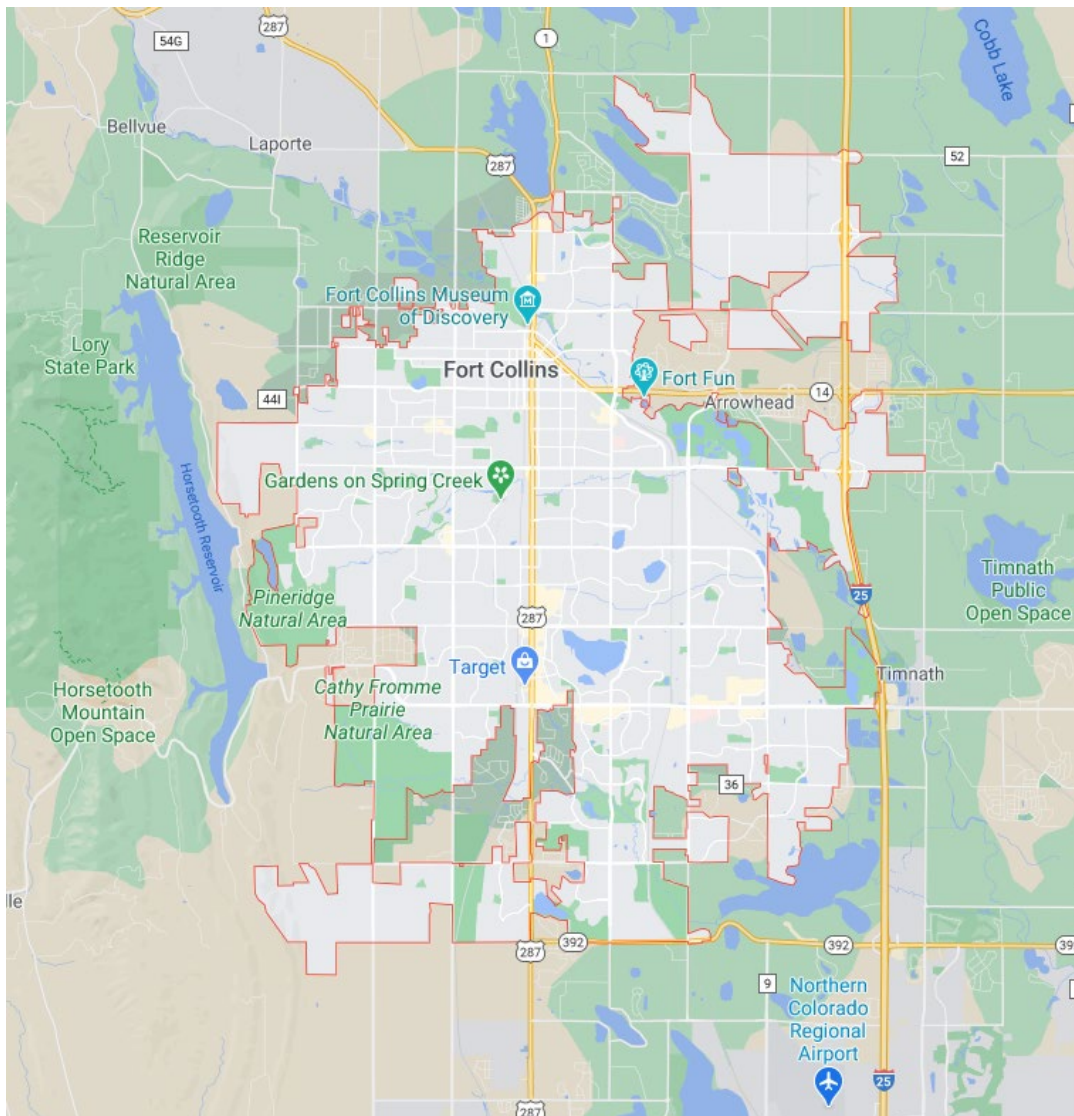
6. The right of any person to submit written or oral comments and objections to the relocation plan.
7. Prompt written responses to any written comment, objection, or criticism.
8. Upon receipt of public comments, the relocation plan will be reviewed to ensure that it is feasible, complies with applicable environmental standards, locally adopted rules, and applicable laws and regulations.
9. Public comments will be included in the final relocation plan.

II. PROJECT DATA

REGIONAL LOCATION AND DESCRIPTION

Fort Collins is a municipality in northern Colorado, which serves as the seat of Larimer County. Situated on the Cache La Poudre River along the Colorado Front Range, Fort Collins is located 56 mi (90 km) north of the Colorado State Capitol in Denver. Figure 1 below, is a map showing the regional location of the Project.

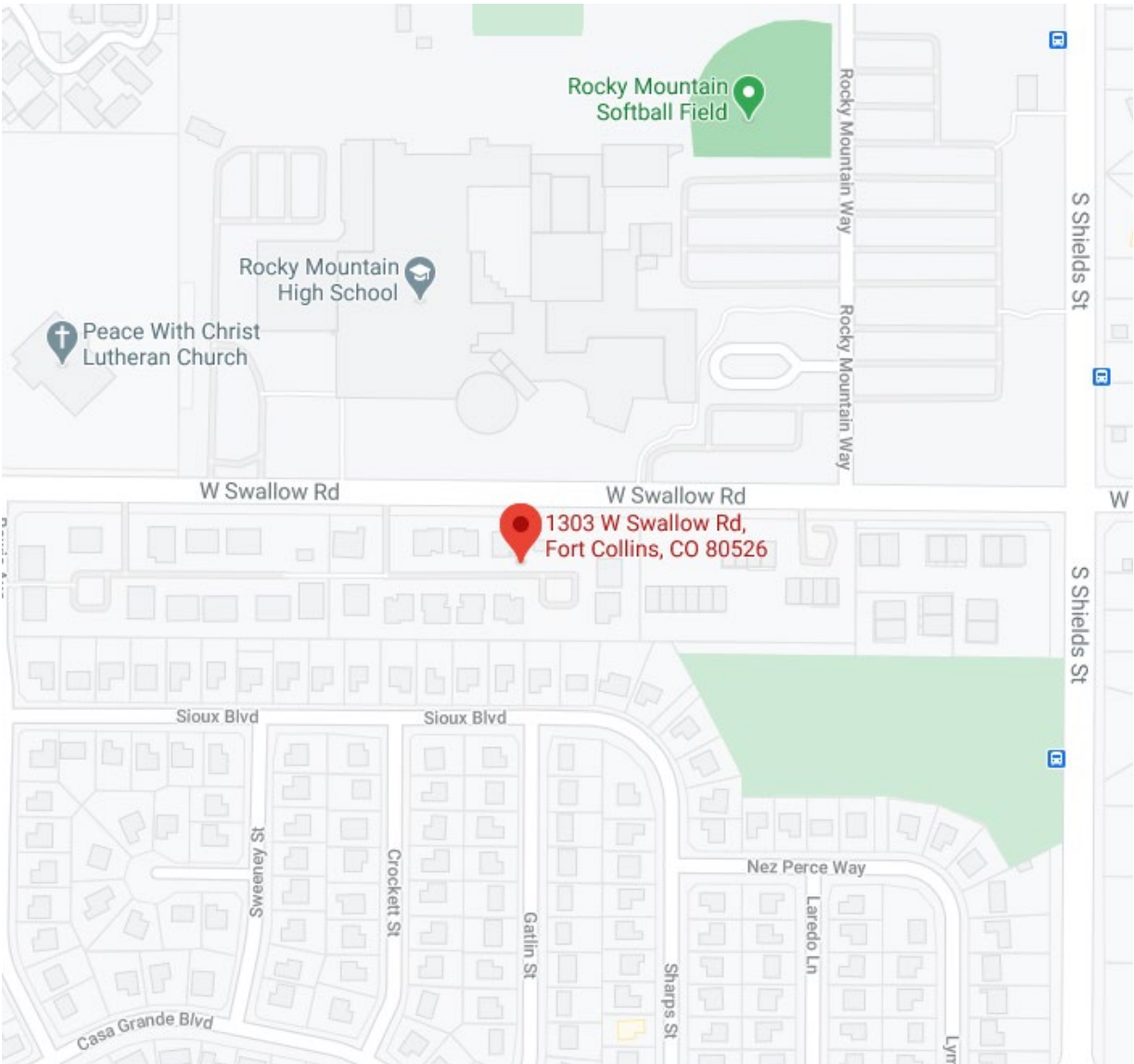
FIGURE 1: Project AREA REGIONAL MAP



SPECIFIC PROJECT LOCATION

The Project area is located at 1303 & 1403 W Swallow Road, Fort Collins, CO 80526 and is bounded by residential uses. **Figure 2** below depicts the Project Area.

FIGURE 2: PROJECT AREA



DEMOGRAPHICS

Tables 1 and 2, below, compare census data between the City of Fort Collins and impacted Census Tract (11.07), within which the Project is located. Data is based on the 2010 US Census.

TABLE 1: 2010 CENSUS POPULATION – CITY OF FORT COLLINS AND IMPACTED CENSUS TRACT

POPULATION	CITY	%	NUMBER OF PERSONS WITHIN THE TRACTS	%
White	128,211	89	4,730	88.8
Black or Africa American	1,740	1.2	104	2
American Indian or Alaska Native	933	0.6	38	0.7
Asian	4,222	2.9	121	2.3
Native Hawaiian or Other Pacific Islander	128	0.2	4	0.07
Some Other Race	4,339	3	159	3
Two or More Races	4,413	3.1	173	3.2
Total Population	143,986	100	5,329	100
Hispanic or Latino (of Any Race)	14,572	10.1	552	10.4

TABLE 2: 2010 CENSUS HOUSING UNITS – CITY OF FORT COLLINS AND IMPACTED CENSUS TRACTS

TYPE	CITY	%	NUMBER OF UNITS WITHIN THE TRACTS	%
Owner-Occupied	31,864	55.1	1,288	58.4
Renter-Occupied	25,965	44.9	917	41.6
Total Occupied Units	57,829	100	2,205	100
Available for Sale Only (of Total Vacant Units)	477	17.8	14	20.6
Available for Rent - Full Time Occupancy (of Total Vacant Units)	1,213	45.4	29	42.6
Sold or Rented - Total Occupied	231	8.6	11	16.2
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	352	13.2	12	17.7
Other Vacant	401	15	2	2.9
Total Vacant Housing Units	2,674	100	68	100

III. ASSESSMENT OF RELOCATION NEEDS

SURVEY METHOD

To gather the necessary information for the relocation plan, personal interviews were conducted with residents impacted within the Project area in both November and December of 2020. The occupants were asked about the household characteristics, such as the number of occupants, unit size, length of occupancy, disabilities or special needs, household income, and the desired area for a replacement dwelling. The information provided by the respondents has not been verified and is based solely on verbal information, which is sufficient for the purpose of completing the relocation plan.

RESIDENTIAL DATA AND NEEDS ASSESSMENT

FIELD SURVEY DATA

There were 35 total surveys completed by households and 34 did not respond to the survey. The monthly rent for residents of Housing Catalyst ranges from \$954 to \$1,568 with an average rent of \$1,210. The monthly rent for CARE Housing residents ranges from \$681 to \$1,121 with an average rent of \$901. Between both Housing Catalyst and CARE Housing there are (42) 2 bedroom units and (42) 3 bedroom units. A total of 30 households require subscription transfers (i.e. internet, phone, television, etc.).

The respondent households include a total of 104 individuals. English is the primary language spoken by all 35 respondent households therefore all respondent households do not require an interpreter. A total of 20 households considered relocating to a comparable unit and 14 households considered relocating to another CARE property.

HOUSEHOLDS WITH SENIOR OR PERSONS WITH DISABILITIES

A total of 9 households reported having a person with a disability and 10 households reported having a senior person.

INCOME

Qualifying for CARE Housing affordable rental housing is based on your household's income. Income Guidelines are the total combined gross income for the household. Guidelines for various household sizes need to be met to be eligible for housing programs. Area Median Income (AMI) requirements vary by apartment and property. The guidelines are based on median incomes for Larimer County as set annually by the U.S. Dept. of Housing and Urban Development (HUD).

TABLE 3: INCOME GUIDELINES FOR 30%-60% OF AREA MEDIAN INCOME (AMI) FOR LARIMER COUNTY 2020

AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
60%	\$41,760	\$47,760	\$53,700	\$59,640	\$64,440	\$69,240
50%	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700
45%	\$31,320	\$35,820	\$40,275	\$44,730	\$48,330	\$51,930
40%	\$27,840	\$31,840	\$35,800	\$39,760	\$42,960	\$46,160
30%	\$20,880	\$23,880	\$26,850	\$29,820	\$32,220	\$34,620

REPLACEMENT HOUSING NEEDS

Replacement housing needs for eligible tenant occupants are based on the ratio of the household's number of bedrooms, and on the number of persons who are lawfully present in the U.S. Under this Plan, CARE has adopted a "2+1" occupancy standard. This is acceptable to HUD and is also reasonable under the Fair Housing Act. This policy allows for two occupants per bedroom and one occupant able to occupy a separate living, den or family room based on the number of lawfully present persons in the household. Thus, a one-bedroom dwelling may accommodate three people; a two-bedroom may accommodate up to five people, and a three-bedroom up to seven people.

Referrals presented to any potential tenant displacee and based on the number of lawfully present persons in the household will reflect the appropriate bedroom count as required by any municipal standards. Two of the households are "underhoused" and will not need to be referred to a unit with a greater number of bedrooms. Please refer to Table 3 on the following page for type of replacement dwellings needed for the eligible occupants.

IV. RELOCATION RESOURCES

The information gathered from the on-site interviews was used as the basis for a Resource Survey conducted during November and December of 2020 to determine the availability of replacement rental housing. The following sources were utilized:

- Classified rental listings from local newspapers and For Rent publications
- Multiple-Listing Services
- Internet resources

PERMANENT RELOCATION

Tenants who require permanent relocation assistance will be provided the following assistance:

Relocation Advisory Services.

- They are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. Based on HUD
- Replacement Housing Payment. Tenants may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including:
 - (1) the monthly rent and cost of utility services for a comparable replacement unit,
 - (2) the monthly rent and cost of utility services for the present unit, and
 - (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

TEMPORARY RELOCATION

Tenants who are temporarily relocated will be provided the following assistance:

- Payment for Moving Expenses. Tenants are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move. A relocation claim form will be prepared and submitted to CARE for payment.
- The location of your temporary replacement unit will be at a CARE unit. This temporary housing has been determined to be decent, safe and sanitary.

CARE will be responsible for assisting each household in relocating to comparable replacement housing. Any replacement housing unit approved by CARE must meet decent, safe and sanitary housing requirements in accordance with the Uniform Act. The following is general information on what is comparable (defined at 49 CFR Part 24, §24.2(a)(6)). When inspecting potential replacement housing you should consider the following:

- Decent, safe and sanitary (defined at 49 CFR Part 24 sec. 24.2(a)(8)).
- Functionally equivalent
- Adequate in size to accommodate the occupants.
- In an area not subject to unreasonable adverse environmental conditions.
- In a location generally not less desirable than the location of the displaced person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment.
- On a site that is typical for residential development with normal site improvements, including customary landscaping. The site need not include special improvements.
- Currently available to the displaced person on the private market.
- Within the financial means of the displaced person.
- For a person receiving governmental housing assistance before displacement, a dwelling that may reflect similar governmental housing assistance.

RESIDENTIAL PROPERTY FOR RENT

The survey identified properties in Fort Collins. However, as with any resource survey, results reflect conditions at a given point in time, and individual units may or may not be available at the time of displacement. A total of 47 for rent units in Fort Collins were identified. Rental housing survey data is summarized in Table 4 below:

TABLE 4: AVAILABLE REPLACEMENT SITES – RENTAL HOUSING

NO. DWELLINGS AVAILABLE (NEEDED)	NO. BEDROOMS	ASKING PRICE RANGE AND MEDIAN
25 (4)	2	\$1,503 - \$1,882 \$1,693
22 (2)	3	\$1,600 - \$2,429 \$2,015

The housing resource survey indicates that there is an ample supply of comparable rental property available to the displacees. While adequate replacement sites are available, current rents paid by displaced occupants may increase. Any such rent increases will be addressed through CARE's obligation under the relocation program, including Last Resort Housing requirements, as described within Section V of this Plan.

TEMPORARY RELOCATION

Under the Uniform Act, a person to be temporarily relocated is not considered a Displaced Person. Temporary relocation occurs when an occupant must vacate their dwelling as a result of a project, but is expected to return to the property within 12 months. A displacing organization which fails to meet its obligation to return a temporarily relocated person to the project within one year may

be liable for all costs connected with a subsequent permanent displacement of the person beginning at the end of the one year period (including a Replacement Housing Payment).

PROGRAM ASSURANCES AND STANDARDS

There are adequate funds to relocate all the households that would be displaced if the Project is implemented. Relocation Services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability, or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

COMPETING PROJECTS

There are other active and proposed projects in the neighboring communities. However, these projects, individually or combined, are not on a scale that would negatively impact the availability of replacement housing for the Project area residents.

SUMMARY

The purpose of this Plan is to evaluate and assess the needs of residential occupants impacted by the proposed Project. Based on information gathered from interviews, site inspections and survey data, a sufficient number of comparable replacement dwellings are available to successfully relocate the impacted households.

V. RELOCATION ASSISTANCE PROGRAM

CARE will implement a comprehensive Relocation Assistance Program, which consists of advisory and financial assistance. Services will be provided in such a manner as to minimize hardship, ensure consistent and equal treatment of residents, without regard to race, nationality, color, religion, national origin, sex, marital status, familial status or disability. These principal components will be implemented in accordance with the Uniform Act.

ADVISORY SERVICES

Individuals and/or families moving from and returning to existing homes as a result of the Project will receive advisory assistance from CARE, including the following:

- Provide all required notices
- Determine the needs of residents eligible for relocation assistance
- Provide reasonable services and assistance to successfully relocate residents
- Provide advisory assistance including assistance with filing a formal grievance or appeal

TEMPORARY RELOCATION BENEFITS TO OCCUPANTS

Relocation benefits will be paid in accordance with CARE's administrative procedures. Protections under a temporary move are limited to payment of all reasonable out-of-pocket expense incurred in connection with the temporary move. These include: moving expenses to and from the temporary location, including full replacement value insurance, storage of personal property, the reasonable cost of housing during the temporary relocation, and coordinating move back to renovated unit.

PERSONAL PROPERTY MOVE

CARE will pay for the actual cost of the move to and from the temporary relocation site. Assistance with restocking will be available for those who have made this request.

STORAGE

Typically, in the event that storage of personal property is required, the resident may pay the storage facility directly and seek reimbursement from CARE or request a direct payment to the storage facility. Storage expenses must be pre-approved. However, if needed, CARE will provide onsite storage and storage of specialty items within their indoor storage facility, as appropriate.

TEMPORARY SITE RENT

Payment of any reasonable increase in rent from the subject site to the temporary relocation site is an eligible expense. However, CARE has chosen to pay the entire rent for the temporary unit in full, including any necessary pet deposits. Each impacted household will need to continue to pay CARE Housing or Housing Catalyst the entire rent for its subject unit, in accordance with the individual rental agreement. For those opting to stay with friends or relatives during the temporary move, payment for the cost for temporary housing may not exceed that which would have been paid to CARE Housing or Housing Catalyst, and must be documented with a written rental agreement.

MISCELLANEOUS EXPENSES/INCIDENTALS

Incidentals at the temporary unit such as long distance phone calls, etc., which are not a direct result of the temporary relocation are ineligible for reimbursement. Given that each unit will have a fully functional kitchen, there will be no per diem allowance authorized.

PERMANENT RELOCATION BENEFITS TO RESIDENTIAL OCCUPANTS

Displaced occupants are also eligible for relocation benefits. These benefits are limited to those necessary for the rental or purchase of a comparable replacement property and moving costs of personal property. As part of ongoing advisory assistance, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance. Moving costs and relocation benefits will be paid upon submission of required claim forms and documentation in accordance with HOPE, Inc.'s administrative procedures. These include:

MOVING EXPENSE PAYMENTS

Any displaced person who lawfully occupies the property being acquired, regardless of the length of occupancy, will be eligible for payment of moving costs associated with personal property located at the displacement site. Displacees may choose either a fixed moving payment based on a room count schedule, or reimbursement of actual costs associated with a move completed by a professional mover.

FIXED PAYMENT (ROOM COUNT SCHEDULE)

The fixed moving payment is a one-time allowance for a self-move that does not require back-up documentation. The current schedule for fixed moving payments is set forth in Table 5 below:

TABLE 5: FIXED MOVING SCHEDULE**FURNISHED ROOMS**

ROOM COUNT	PAYMENT
1 Room	\$675
2 Rooms	\$895
3 Rooms	\$1,115
4 Rooms	\$1,270
5 Rooms	\$1,425
6 Rooms	\$1,580
7 Rooms	\$1,735
8 Rooms	\$1,890
Each additional room	\$155
Occupants-Unfurnished Rooms	
1 Room not furnished	\$385
Each additional room	\$55

ACTUAL COST (PROFESSIONAL MOVE)

The displacee may elect to retain the services of a licensed professional mover, in which case CARE will pay for the actual cost of the move within a 50-mile radius from the subject property, based on the lower of two acceptable moving bids. After the move is completed, the displacee may pay the mover directly and seek reimbursement from CARE or request a direct payment to the mover.

RENTAL ASSISTANCE PAYMENTS TO TENANT OCCUPANTS

In addition to a payment for moving expenses, residential tenants who have established their residency in the displacement dwelling at least 90 days prior to the first written offer by CARE for the property acquisition will be eligible to receive a Rental Assistance Payment (RAP). Payment to residential tenants is determined on the basis of their current rent, their ability to pay if they qualify as Low Income under HUD income standards, market rent of a comparable replacement dwelling, and the actual rent of the replacement unit, plus any estimated cost increase for utilities. Except in the case of “Last Resort Housing” situations, and pursuant to the Uniform Act, any RAP is limited to a maximum of \$7,200. Last Resort Housing assistance is authorized when comparable replacement housing is not available at rental rates within the tenant’s financial means. Please see Table 6 below for a sample RAP calculation.

TABLE 6: SAMPLE CALCULATION OF RENTAL ASSISTANCE PAYMENT

SELECT LESSER OF:		
1. Subject Rent	\$750	Subject rent plus utilities
2. Ability to pay	\$650	30% of gross household income, if low income
	\$650	Yields Base Rent
SUBTRACT BASE RENT FROM THE LESSER OF:		
3. Comparable rent	\$800	Comparable rent + utilities
OR		
4. Actual rent paid	\$750	Actual new rent plus utilities
	\$750	Yields New Rent Factor
RENTAL ASSISTANCE PAYMENT		
5. Monthly need	\$100	Rent factor minus base rent (\$750- \$650)
Payment	\$4,200	Monthly need multiplied by 42 months

A residential tenant who has not been in residency for at least 90 days prior to the first written offer is only entitled to receive a moving expense payment unless they qualify under Last Resort Housing, which is discussed below. A tenant who has occupied the displacement property less than 90 days prior to HOPE, Inc.'s original written purchase offer to the property owner is eligible for Last Resort Housing based solely on income qualification.

Relocation payments under Section 104(d) of the Housing and Community Development Act of 1974 are not triggered as the Project will not demolish low income housing or convert existing low income housing to a use other than low income housing.

Tenants may choose to use their RAP for a down payment allowance and/or non-recurring closing costs when electing to purchase a replacement home.

LAST RESORT HOUSING

The Uniform Act contains policies and procedures for implementing a Last Resort Housing Program. This program is authorized by statute if affordable replacement housing cannot be found within the basic statutory relocation amount of \$7,200 for tenant occupants, or if comparable decent safe and sanitary housing cannot be provided within the tenant's financial means, regardless if they do not meet the 90-Day occupancy requirement and are not specifically ineligible. Based on the rent being paid by the current tenants, it is assumed that all three (3) households will qualify for Last Resort Housing. In this event, additional rent supplements above the statutory limit of \$7,200 will be made to enable the displacees to rent a replacement site.

RELOCATION ASSISTANCE TAX ADVISORY

Under the Uniform Act, relocation payments are not considered as income. No relocation benefit payment received by a displaced person shall be considered as income for the purposes of the Internal Revenue Code, or for the purpose of determining the eligibility or the extent of eligibility of the person, for assistance under the Social Security Act or any other Federal law, except for a Federal law providing low income housing assistance.

VI. ADMINISTRATIVE PROVISIONS

NOTICES

Any official notice that CARE is required to provide to a resident shall be personally delivered or sent by certified or registered first-class mail, return receipt requested. Notices will be written in understandable language, and persons unable to read or understand any notice will be provided translation and counseling. Each notice will indicate the name, address, and telephone number of a person who may be contacted for answers to questions or other additional assistance.

The principal notices and letters are:

1. General Information Notice (See Exhibit B)
2. Notice of Temporary Displacement (See Exhibit C)
3. Notice of Eligibility (See Exhibit D)
4. 90-Day Notice To Vacate (See Exhibit E)
5. Notice of Non-displacement (See Exhibit F)
6. Lease Amendment for Temporary Unit (See Exhibit G)
7. Construction Temporary Move Letter (See Exhibit H)
8. Construction Temporary Move Back Letter (See Exhibit I)

The General Information Notice is intended to provide potential displacees with a description of CARE's relocation program, eligibility criteria, information regarding potential financial assistance, and appeal rights. The General Information Notices were issued on February 24th and May 5th of 2020. The Notice of Eligibility will contain a determination of eligibility for relocation assistance and a description or itemization of potential entitlement benefits.

No lawful occupant affected by this Project will be required to move without having received at least 90 days advance written notice of the earliest date by which the move will be necessary. A 90-Day Notice will not be issued to any residential displacee without first being given information regarding an available replacement dwelling.

The two principal notices for temporary relocation are:

- General Information Notice and Notice of Non Displacement
- Notice of Temporary Displacement

The General Information Notice and Notice of Non Displacement is intended to provide potential displacees with a description of CARE's relocation program, eligibility criteria, information regarding potential financial assistance, and appeal rights. This notice was sent via regular mail

on February 24th 2020 to residents of CARE Housing and on May 5th 2020 to residents of Housing Catalyst.

No lawful occupant affected by this Project will be required to move without having received at least 30 days advance written notice of the earliest date by which the move will be necessary. This will be done in the form of a “Notice of Temporary Displacement”. This 30-day notice will not be issued to any residential displacee without first being given information regarding an available replacement dwelling.

LANGUAGE ASSISTANCE

Language assistance will be available for occupants who do not understand or speak English. CARE will provide documentation in foreign languages as requested by the displacees.

RIGHT TO APPEAL

A displacee may file a written appeal with CARE if you believe that CARE has failed to properly determine eligibility for or the amount of a relocation payment. Payment limitations which have statutory maximums such as site search expenses or reestablishment expenses cannot be appealed. If a displacee submits an appeal, the displacee will be given a prompt and full opportunity to be heard. The displacee will also have the right to be represented by legal counsel or other representation in connection with the appeal, but solely at their own expense. CARE will provide assistance as needed in completing the appeal form, and will explain the appeal process to the displacee. A written appeal must be submitted to the relocation agent, and CARE will conduct an informal review of the case. The appeal must be filed no later than 60 days from the date you received written notification of CARE’s initial determination. If the appeal is denied, a written appeal must be submitted to:

Chief Engineer
CDOT
4201 East Arkansas Avenue
Denver, Colorado 80222

LAWFUL PRESENCE

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are ineligible for relocation assistance, unless such ineligibility would result in an exceptional hardship to a qualifying spouse, parent or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

PROJECTED DATES OF DISPLACEMENT

The projected date for the displacement of the occupants within Phase I is the first quarter of 2021. It is anticipated that the temporary relocation will last approximately thirty days per phase. The tentative renovation schedule is detailed in Exhibit A, Draft Schedule.

CARE recognizes that eviction is permissible only as a last resort. Eviction will only take place in cases of illegal occupancy, nonpayment of rent, serious or repeated violations of the material terms of the rental agreement, a dangerous or illegal act in the unit, or if the occupants refuse all reasonable offers to comparable housing. In all cases, relocation records must be documented to reflect the specific circumstances surrounding the eviction. If a tenant is evicted for cause, all relocation benefits to which they may be entitled may be jeopardized. Tenants who are evicted retain their right to claim relocation benefits. CARE pledges that an eviction will not be undertaken for the purpose of evading its obligation to make payments under its Relocation Assistance Program, or other assistance to which a Displaced Person may otherwise be entitled.

PROGRAM ASSURANCES AND STANDARDS

There are adequate funds to temporarily relocate all the households that will be displaced in order to accommodate this project. Relocation services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability, or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and any other arbitrary or unlawful discrimination.

RELOCATION COSTS

CARE pledges to appropriate, on a timely basis, the funds necessary to ensure the successful completion of the Project, in accordance with the Uniform Act.

APPENDIX

EXHIBIT A – DRAFT SCHEDULE


CARE Housing

ID		Task Name	Duration	Start	Finish	1, 2021					Half 2, 2021					Half 1, 2022					
						F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
1		Cares Housing Construction Schedule	316 days	Mon 3/1/21	Fri 5/20/22																
2		Care on Swallow	144 days	Mon 3/1/21	Mon 9/20/21																
3		Phase A	25 days	Mon 3/1/21	Fri 4/2/21																
4		A Building 1	18 days	Mon 3/1/21	Wed 3/24/21																
5		Unit 1A	15 days	Mon 3/1/21	Fri 3/19/21																
22		Unit 1B	15 days	Tue 3/2/21	Mon 3/22/21																
39		Unit 1C	15 days	Wed 3/3/21	Tue 3/23/21																
56		Unit1D	15 days	Thu 3/4/21	Wed 3/24/21																
73		A Building 2	18 days	Mon 3/8/21	Wed 3/31/21																
74		Unit 1A	15 days	Mon 3/8/21	Fri 3/26/21																
91		Unit 1B	15 days	Tue 3/9/21	Mon 3/29/21																
108		Unit 1C	15 days	Wed 3/10/21	Tue 3/30/21																
125		Unit1D	15 days	Thu 3/11/21	Wed 3/31/21																
142		Phase A Punchlist	5 days	Mon 3/29/21	Fri 4/2/21																
144																					
145		Phase B	25 days	Mon 4/12/21	Fri 5/14/21																
146		B Building 1	18 days	Mon 4/12/21	Wed 5/5/21																
147		Unit 1A	15 days	Mon 4/12/21	Fri 4/30/21																
164		Unit 1B	15 days	Tue 4/13/21	Mon 5/3/21																
181		Unit 1C	15 days	Wed 4/14/21	Tue 5/4/21																
198		Unit1D	15 days	Thu 4/15/21	Wed 5/5/21																
215		B Buildling 2	18 days	Mon 4/19/21	Wed 5/12/21																
284		Phase B Punchlist	5 days	Mon 5/10/21	Fri 5/14/21																
286																					
287		Phase C	25 days	Mon 5/24/21	Mon 6/28/21																
288		C Building 1	18 days	Mon 5/24/21	Thu 6/17/21																
289		Unit 1A	15 days	Mon 5/24/21	Mon 6/14/21																
306		Unit 1B	15 days	Tue 5/25/21	Tue 6/15/21																
323		Unit 1C	15 days	Wed 5/26/21	Wed 6/16/21																
340		Unit1D	15 days	Thu 5/27/21	Thu 6/17/21																
357		C Building 2	18 days	Tue 6/1/21	Thu 6/24/21																
358		Unit 1A	15 days	Tue 6/1/21	Mon 6/21/21																
375		Unit 1B	15 days	Wed 6/2/21	Tue 6/22/21																
392		Unit 1C	15 days	Thu 6/3/21	Wed 6/23/21																
409		Unit1D	15 days	Fri 6/4/21	Thu 6/24/21																
426		Phase C Punchlist	5 days	Tue 6/22/21	Mon 6/28/21																
428																					















Project: Care Housing
Date: 2020.10.30
EXHIBIT C

Task		Rolled Up Task		External Tasks	
Critical Task		Rolled Up Critical Task		Project Summary	
Progress		Rolled Up Milestone		Group By Summary	
Milestone		Rolled Up Progress		Deadline	
Summary		Split			


CARE Housing

ID		Task Name	Duration	Start	Finish	1, 2021					Half 2, 2021					Half 1, 2022				
						F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
429		Phase D	24 days	Tue 7/6/21	Fri 8/6/21															
430		D Building 1 (D1)	18 days	Tue 7/6/21	Thu 7/29/21															
431		Unit 1A	15 days	Tue 7/6/21	Mon 7/26/21															
448		Unit 1B	15 days	Wed 7/7/21	Tue 7/27/21															
465		Unit 1C	15 days	Thu 7/8/21	Wed 7/28/21															
482		Unit1D	15 days	Fri 7/9/21	Thu 7/29/21															
499		D Building 2	18 days	Tue 7/13/21	Thu 8/5/21															
500		Unit 1A	15 days	Tue 7/13/21	Mon 8/2/21															
517		Unit 1B	15 days	Wed 7/14/21	Tue 8/3/21															
534		Unit 1C	15 days	Thu 7/15/21	Wed 8/4/21															
551		Unit1D	15 days	Fri 7/16/21	Thu 8/5/21															
568		Phase D Punchlist	5 days	Mon 8/2/21	Fri 8/6/21															
570																				
571		Phase E	25 days	Mon 8/16/21	Mon 9/20/21															
572		E Building 1 (E1)	18 days	Mon 8/16/21	Thu 9/9/21															
573		Unit 1A	15 days	Mon 8/16/21	Fri 9/3/21															
590		Unit 1B	15 days	Tue 8/17/21	Tue 9/7/21															
607		Unit 1C	15 days	Wed 8/18/21	Wed 9/8/21															
624		Unit1D	15 days	Thu 8/19/21	Thu 9/9/21															
641		E Building 2	18 days	Mon 8/23/21	Thu 9/16/21															
642		Unit 1A	15 days	Mon 8/23/21	Mon 9/13/21															
659		Unit 1B	15 days	Tue 8/24/21	Tue 9/14/21															
676		Unit 1C	15 days	Wed 8/25/21	Wed 9/15/21															
693		Unit1D	15 days	Thu 8/26/21	Thu 9/16/21															
710		Phase E Punchlist	5 days	Tue 9/14/21	Mon 9/20/21															
1520																				
1521		Building Exteriors	120 days	Tue 7/6/21	Wed 12/22/21															
1522		Care on Swallow	50 days	Tue 7/6/21	Tue 9/14/21															
1528		Village On Swallow	60 days	Wed 9/15/21	Wed 12/8/21															
1535		Community Building (Exterior)	10 days	Thu 12/9/21	Wed 12/22/21															
1537																				
1538		Site Work Duration	60 days	Mon 8/16/21	Mon 11/8/21															
712																				
713		Village on Swallow	167 days	Tue 9/28/21	Fri 5/20/22															
714		Phase A	25 days	Tue 9/28/21	Mon 11/1/21															
715		A Building 1	18 days	Tue 9/28/21	Thu 10/21/21															
716		Unit 1A	15 days	Tue 9/28/21	Mon 10/18/21															

Project: Care Housing
Date: 2020.10.30
EXHIBIT C

Task		Rolled Up Task		External Tasks	
Critical Task		Rolled Up Critical Task		Project Summary	
Progress		Rolled Up Milestone		Group By Summary	
Milestone		Rolled Up Progress		Deadline	
Summary		Split			

CARE Housing

ID		Task Name	Duration	Start	Finish	1, 2021					Half 2, 2021					Half 1, 2022				
						F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
733		Unit 1B	15 days	Wed 9/29/21	Tue 10/19/21															
750		Unit 1C	15 days	Thu 9/30/21	Wed 10/20/21															
767		Unit1D	15 days	Fri 10/1/21	Thu 10/21/21															
784		A Building 2	18 days	Tue 10/5/21	Thu 10/28/21															
785		Unit 1A	15 days	Tue 10/5/21	Mon 10/25/21															
802		Unit 1B	15 days	Wed 10/6/21	Tue 10/26/21															
819		Unit 1C	15 days	Thu 10/7/21	Wed 10/27/21															
836		Unit1D	15 days	Fri 10/8/21	Thu 10/28/21															
853		Phase A Punchlist	5 days	Tue 10/26/21	Mon 11/1/21															
855																				
856		Phase B	25 days	Mon 11/8/21	Mon 12/13/21															
857		B Building 1	18 days	Mon 11/8/21	Thu 12/2/21															
858		Unit 1A	15 days	Mon 11/8/21	Mon 11/29/21															
875		Unit 1B	15 days	Tue 11/9/21	Tue 11/30/21															
892		Unit 1C	15 days	Wed 11/10/21	Wed 12/1/21															
909		Unit1D	15 days	Thu 11/11/21	Thu 12/2/21															
926		B Building 2	18 days	Mon 11/15/21	Thu 12/9/21															
995		Phase B Punchlist	5 days	Tue 12/7/21	Mon 12/13/21															
997																				
998		Phase C	24 days	Tue 12/21/21	Mon 1/24/22															
999		C Building 1	18 days	Tue 12/21/21	Fri 1/14/22															
1000		Unit 1A	15 days	Tue 12/21/21	Tue 1/11/22															
1017		Unit 1B	15 days	Wed 12/22/21	Wed 1/12/22															
1034		Unit 1C	15 days	Thu 12/23/21	Thu 1/13/22															
1051		Unit1D	15 days	Fri 12/24/21	Fri 1/14/22															
1068		C Building 2	18 days	Mon 12/27/21	Thu 1/20/22															
1137		Phase C Punchlist	4 days	Wed 1/19/22	Mon 1/24/22															
1139																				
1140		Phase D	24 days	Tue 2/1/22	Fri 3/4/22															
1141		D Building 1	18 days	Tue 2/1/22	Thu 2/24/22															
1142		Unit 1A	15 days	Tue 2/1/22	Mon 2/21/22															
1159		Unit 1B	15 days	Wed 2/2/22	Tue 2/22/22															
1176		Unit 1C	15 days	Thu 2/3/22	Wed 2/23/22															
1193		Unit1D	15 days	Fri 2/4/22	Thu 2/24/22															
1210		D Building 2	18 days	Tue 2/8/22	Thu 3/3/22															
1279		Phase D Punchlist	5 days	Mon 2/28/22	Fri 3/4/22															
1281																				

Project: Care Housing
Date: 2020.10.30
EXHIBIT C

Task



Rolled Up Task



External Tasks



Critical Task



Rolled Up Critical Task



Project Summary



Progress



Rolled Up Milestone



Group By Summary



Milestone



Rolled Up Progress



Deadline




Summary

















Split



CARE Housing

ID		Task Name	Duration	Start	Finish	1, 2021					Half 2, 2021					Half 1, 2022				
						F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
1282		Phase E	25 days	Mon 3/14/22	Fri 4/15/22															
1283		E Building 1	18 days	Mon 3/14/22	Wed 4/6/22															
1284		Unit 1A	15 days	Mon 3/14/22	Fri 4/1/22															
1301		Unit 1B	15 days	Tue 3/15/22	Mon 4/4/22															
1318		Unit 1C	15 days	Wed 3/16/22	Tue 4/5/22															
1335		Unit1D	15 days	Thu 3/17/22	Wed 4/6/22															
1352		E Building 2	18 days	Mon 3/21/22	Wed 4/13/22															
1421		Phase E Punchlist	5 days	Mon 4/11/22	Fri 4/15/22															
1423																				
1424		Phase F	20 days	Mon 4/25/22	Fri 5/20/22															
1425		F Building 1	18 days	Mon 4/25/22	Wed 5/18/22															
1426		Unit 1A	15 days	Mon 4/25/22	Fri 5/13/22															
1443		Unit 1B	15 days	Tue 4/26/22	Mon 5/16/22															
1460		Unit 1C	15 days	Wed 4/27/22	Tue 5/17/22															
1477		Unit1D	15 days	Thu 4/28/22	Wed 5/18/22															
1494		Phase F Punchlist	5 days	Mon 5/16/22	Fri 5/20/22															
1496																				
1497		Community Building (If remains in scope)	29 days	Mon 4/11/22	Thu 5/19/22															

Project: Care Housing Date: 2020.10.30 EXHIBIT C	Task		Rolled Up Task		External Tasks	
	Critical Task		Rolled Up Critical Task		Project Summary	
	Progress		Rolled Up Milestone		Group By Summary	
	Milestone		Rolled Up Progress		Deadline	
	Summary		Split			

APPENDIX

EXHIBIT B – GENERAL INFORMATION NOTICE



General Information Notice

February 24, 2020

Dear Resident,

Toward the end of 2020, Housing Catalyst in partnership with CARE Housing Inc. is interested in rehabilitating the property where you currently reside, located at the following address,

1303 Swallow Road Fort Collins, CO 80526

The planned use of federal grant funding in the financing of the rehabilitation requires that current residents of the property are provided with this notice.

This is NOT a notice to vacate the premises.

This is NOT a notice of relocation eligibility.

On the following page you will find the formal notice outlining our intent to renovate the property.

In an effort to keep our residents informed, we would like to invite you to a resident community meeting. During this meeting we will discuss the timing for the changes and what renovations we anticipate completing. This meeting will be located at the CARE Housing Swallow Clubhouse.

- **March 19, 2020 at 6:00 PM**

To RSVP, please complete the enclosed RSVP slip and return to the clubhouse at 1303 W. Swallow Rd., Building 11 by March 13th. Please feel free to utilize the drop box if it is outside of business hours. If you are unable to attend the meeting and have additional questions, please contact Jacki Ellis, Senior Property Manager with CARE Housing Inc. at jellis@carehousing.org or 970-829-1602.

Thank you and we will continue to be in touch,

Housing Catalyst and CARE Housing Inc.





**GENERAL INFORMATION NOTICE
RESIDENTIAL TENANT NOT DISPLACED**

February 24, 2020

Dear Resident of CARE Housing at Swallow:

Housing Catalyst in partnership with CARE Housing Inc. is interested in rehabilitating the property you currently occupy at 1303 Swallow Road Fort Collins CO 80526 for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions. *

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)





We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- This is **not** a notice to vacate the premises.
- This is **not** a notice of relocation eligibility.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: Jacki Ellis, Senior Property Manager, 1303 Swallow Road, Fort Collins CO 80526, Office phone Number: 970-829-1602 or email at jellis@carehousing.org.

Sincerely,
Steve Kuehneman
Executive Director
CARE Housing Inc.

Enclosure

** Based on the applicable HUD program regulations, if "reasonable terms and conditions," are defined, one of the following statements or other language may also be required in this Notice:*

- a. Under HOME at 24 CFR 92.353(c)(2)(C)(1): "Your new lease will be for a term of not less than one year at a monthly rent will remain the same or, if increased, your new monthly rent and estimated average utility costs will not exceed: 1) If you are low income, the total tenant payment as defined by HUD (under 24 CFR 5.628), or (2) 30% of the monthly gross household income, if you are not low income."*
- b. Under CDBG at 24 CFR 570.606(b)(2)(D)(1): "Your monthly rent will remain the same or, if increased, your new rent and estimated average utility costs will not exceed 30% of the household's average monthly gross income."*



APPENDIX

EXHIBIT C – NOTICE OF TEMPORARY DISPLACEMENT



Notice of Temporary Displacement

_____, 2021

Via Regular Mail/Certified Return Receipt

Name

Address

City

Dear _____,

As you were previously informed, CARE Housing is moving forward with its renovation project, as such the property you currently occupy located at _____, Fort Collins, CA ("Premises"), will have to be renovated in the near future. Each phase of the renovation process can take 4-8 weeks to complete.

This is a temporary relocation notice. As a tenant you will be provided with a temporary replacement unit, moving of your personal items and storage of your personal items, as needed, while the renovation work is completed at your current unit. Once the work is completed you will be moved back to your renovated unit.

The terms of your current lease agreement will be enforced at the temporary replacement unit.

During this period, we will continue to work with you to provide advisory assistance. Please contact your relocation agent, _____ of CARE Housing. You can reach _____ at _____ or at _____ with any questions you may have.

Sincerely,

Name

Title

Received By:	Tenant Signature:	Date:
Delivered By:	Regular Date:	Certified Mail/Return Receipt Date:

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656



APPENDIX

EXHIBIT D – NOTICE OF ELIGIBILITY



Notice of Eligibility

Today's Date

VIA CERTIFIED MAIL

Address

Dear Tenant:

On (date), CARE Housing notified you of proposed plans to renovate the property you currently occupy at (address) in Fort Collins.

It has been determined that you are over income based on CARE Housing's tax credit requirement and will be displaced for the project. Since you are being displaced in connection with a government funded project, you will be eligible for relocation assistance and benefits under the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA). This is your Notice of Eligibility for relocation assistance. These benefits are briefly outlined below and are discussed in further detail in the Informational Statement which was previously provided to you. The relocation assistance to which you are entitled includes:

1. **RELOCATION ADVISORY ASSISTANCE** provided by CARE Housing.
2. **PAYMENT FOR MOVING EXPENSES.** You may select either one of following payments:
 - A. A Fixed Moving Payment in the amount of _____ based on the URA Fixed Residential Moving Cost Schedule.
 - B. A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills.
3. **REPLACEMENT HOUSING PAYMENT.** If you occupied the property for 90 consecutive days or more, you may be eligible for financial assistance to purchase or rent comparable replacement housing. To receive such payments, you must rent or purchase your replacement dwelling within one (1) year from the date of vacating your displacement dwelling. **Failure to act within the one (1) year period could result in loss of all replacement housing benefits.** This assistance is composed of the following replacement housing benefits:

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656





A. If you RENT replacement housing, you may file a claim for:

A RENTAL ASSISTANCE PAYMENT equal to the difference between the lesser of 1) the monthly rent and cost of utilities for a comparable replacement dwelling as determined by CARE Housing, or 2) the actual monthly rent of your replacement dwelling and estimated cost of utilities AND the lesser of 1) the average monthly rent and cost of utilities at the displacement dwelling, or 2) thirty percent of your gross monthly household income, if your total gross income is classified as “low income” by the U. S. Department of Housing and Urban Development, or 3) if you are receiving a welfare assistance payment, the portion of such payment that is specifically designated for shelter and utilities. This difference is multiplied by 42. If you are paying little or no rent for the acquired dwelling, the Rental Assistance Payment will be based on “economic rent,” which is rent typically charged for a comparable unit in your area.

Listed below are three “comparable replacement housing units” that you may wish to consider:

Address	Rent & Estimated Utilities	Contact

Based on the above list of comparable housing units, the unit located at _____ is the most representative of your present home. Based on the information you have provided about your income and/or present rent, you may be eligible for a rental assistance payment of up to _____. If you rent a decent, safe and sanitary home where the monthly rent and utility costs are less than _____, your Rental Assistance Payment will be based on the actual cost of such unit.

Calculations are based on information you provide to us, including your current rent and income information. Failure to supply adequate income information may result in a delay or denial of benefits based on income. Rental assistance benefits are paid in at least two installments, consisting of an advance and a final payment. Based on the information you provided and the comparable rent as listed below, your maximum Rental Assistance Payment is as follows:

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656





1	Current Rent + Utility allowance	
2	Current Total Gross Monthly Household Income	
3	Ability-To-Pay Rent (30% of Line 2)	
4	Rent for Comparable Replacement Dwelling + Utilities	
5	Lower of Current Rent OR Ability-To-Pay	
6	Monthly Rental Need (Line 4 minus Line 5)	
7	Estimated Total 42 Months Eligibility (Line 6 times 42)	

B. If you BUY replacement housing, you may file a claim for:

DOWN PAYMENT ASSISTANCE - You may use the full amount of your Rental Assistance Payment for a down payment and incidental purchase expenses on a replacement dwelling. All amounts used as a down payment and incidental expenses must be applied to the purchase of the replacement dwelling. If you have received any amount as rental supplements, then those amounts will be deducted from all eligible down payment calculations.

Before a relocation payment can be issued to you, your replacement dwelling must be inspected to verify that it meets “decent, safe and sanitary standards.” For this reason, **DO NOT MOVE** from your home and **DO NOT CONTRACT** to rent or purchase a replacement dwelling without first contacting your relocation consultant.

You will be given a written notice at least 90 days before you will be required to move from your property.

The Relocation Assistance Program is complex. It is important that you read and understand the matters explained in this notice and your Informational Brochure. If you want assistance, please contact your relocation agent, _____.

CARE Housing
1303 W Swallow Road
Fort Collins, CO 80526

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656





Tel: _____

Sincerely,

ACKNOWLEDGEMENT

I was personally contacted by the above agent on behalf of CARE Housing. I have had the services and entitlements available explained to me. I was further advised that a relocation agent is available to assist me if any questions arise or as assistance is needed. I have been given a copy of this notice.

Displacee: _____ Date: _____

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656



APPENDIX

EXHIBIT E – 90-DAY NOTICE TO VACATE



Ninety (90) Day Notice to Vacate

_____, 2021

Dear _____;

CARE Housing, Inc. (CARE) has scheduled the renovation of the property located at _____ (Premises) on _____. CARE has determined that it will be necessary for you to vacate the premises because your household income exceeds the requirements of CARE Housing's tax credit policy.

Notice is hereby given that CARE Housing, Inc. elects to terminate your tenancy in ninety (90) days beginning _____ and ending _____ and you are hereby to quit and deliver up possession of the property you occupy on or before _____. If you do not vacate the premises by that date, CARE Housing, Inc. will initiate legal proceedings to recover possession of the premises, along with rents and damages.

During this 90 Day period, CARE will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please call _____ of CARE at _____, extension _____ if you have any questions regarding this notice or the relocation process.

Sincerely,

[NAME]

[TITLE]

CARE Housing

DATE DELIVERED TO CLAIMANT	OR	DATE MAILED TO CLAIMANT
DELIVERED BY		DATE RECEIVED FROM CLAIMANT

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656



APPENDIX

EXHIBIT F – NOTICE OF NON-DISPLACEMENT



NOTICE OF NONDISPLACEMENT TO RESIDENTIAL TENANT

_____, 2021

HAND DELIVERED

Tenant Name
Address

Dear _____:

On (date), CARE Housing, notified you of proposed plans to renovate the property you currently occupy at _____ for a project which may be receiving federal funding. Work will begin soon.

- **This is a Notice of Non-displacement.** You will not be required to move permanently as result of the renovation project.

This notice guarantees you the following:

1. Upon completion of the renovation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions. These terms and conditions are the same as you now enjoy under your current lease. Your rent and rules of occupancy will not change when you return to the complex.
2. If you must move temporarily so that the renovation can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from temporary housing and any increased interim housing costs. The temporary unit will be comparable to your existing unit and will be decent, safe and sanitary. Comparable temporary housing shall have the same number of bedrooms, be approximately the same size, and contain amenities equal to or better than currently provided housing.

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3. All other conditions of the temporary move will be reasonable, so as to cause no economic or monetary hardship on you. Since you will have the opportunity to occupy a newly renovated apartment, we urge you not to move from your temporary replacement unit. If you do elect to move for your own reasons; or decide to move from the Swallow Road Apartments, you will not receive any relocation assistance.

We will make every effort to accommodate your needs. Because federal funding may be involved in this project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Of course, you must continue to comply with the terms and conditions of your lease.

If you have any questions, please contact your Relocation Agent, _____ at _____ ext. _____. This letter is important to you and should be retained.

Sincerely,

(Agent Name)
Relocation Agent
CARE Housing, Inc.

ACKNOWLEDGMENT

I was personally contacted by CARE Housings' Relocation agent. I have had the available services and entitlements explained to me. I have been advised that my relocation agent will be available to assist me if any questions arise or as assistance is needed. I have been given a copy of this form letter and a list of comparable units currently available to me.

Signature:

Date:

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APPENDIX

EXHIBIT G – LEASE AMENDMENT FOR TEMPORARY UNIT

LEASE AMENDMENT

This Lease Amendment is made this _ _ day of _ __, 2021 by and between CARE Housing, a Colorado limited liability company ("Landlord") and _ _ _ _ ("Resident").

Recitals

- A. Landlord is the owner of the 6 apartment complexes in Fort Collins, Colorado and 1 apartment complex in Windsor, Colorado (collectively the "CARE Housing"). Landlord is in the process of rehabilitating the Swallow Road community.
- B. Landlord and Resident are parties to a Lease dated _ _ (the "Existing Lease") for the Dwelling Unit commonly known as _ _ 1303 W Swallow Rd # _ , Fort Collins, CO 80526 _ _ (the "Existing Unit") which is within CARE Housing. As a result of the rehabilitation of the Swallow Road community it will be necessary for Resident to temporarily relocate to _ _ 1303 W Swallow Rd # _ , Fort Collins, CO 80526 _ _ (the "Temporary Unit"), which is also within CARE Housing.

Landlord and Resident agree as follows:

- 1. Resident shall vacate the Existing Unit on _____. Resident shall occupy the Temporary Unit until rehabilitation of the Existing Unit or a Comparable Unit is completed and the Existing Unit or Comparable Unit is ready for re-occupancy by the Resident. Landlord shall give Resident not less than twenty-one (21) days prior notice of the date the Existing Unit or Comparable Unit will be ready for re-occupancy (the "Return Date"). All moving costs to move out and back in to their Existing Unit or a Comparable Unit will be borne by the Landlord.
- 2. Resident shall vacate the Temporary Unit on the Return Date and return to the Existing Unit or Comparable Unit.
- 3. While Resident is occupying the Temporary Unit the Existing Lease shall apply to the Temporary Unit the same as if the Temporary Unit had been described and designated as the "Dwelling Unit" in the Existing Lease. The Resident shall fully comply with all of the terms, covenants, conditions and provisions of the Existing Lease while Resident is occupying the Temporary Unit. The Temporary Unit shall be the "Dwelling Unit" under the Existing Lease for all purposes while the Resident is occupying the Temporary Unit.
- 4. Upon Resident's return to the Existing Unit, the Existing Lease shall not terminate and Landlord and Resident shall not execute a new lease for the Existing Unit. The Existing Lease shall continue through the end of the specified lease term. If Resident moves to a Comparable Unit, a new lease shall be executed to show the new address only, but the other lease terms shall remain the same as in the Existing Lease.

5. By signing this Amendment and the Move-In Unit Inspection Report attached as part of this Amendment, the Resident acknowledges that the Temporary Unit is safe, clean, and in good condition and that all appliances and equipment within the Temporary Unit are in good working order. If the Resident gives proper notice to the Landlord of the Resident's intent to terminate the Existing Lease and vacate the Temporary Unit, the Resident may request to be present at a move-out inspection of the Temporary Unit.
6. Except as expressly amended or modified herein the Existing Lease shall remain the same, shall apply to the Temporary Unit, and is hereby ratified and affirmed by the Landlord and Resident. All of the terms and provisions of the Existing Lease are incorporated herein by reference as if fully set forth.
7. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and, to the extent permitted by the Existing Lease, assigns.

CARE Housing

TENANT

By: _____

Title: _____

Date: _____

Date: _____

APPENDIX

EXHIBIT H – CONSTRUCTION TEMPORARY MOVE LETTER



(Date)

(Resident Name)

1303 W Swallow Rd #
Fort Collins, CO 80526

Re: Temporary Move Notice – sent via certified mail and hand delivered to address above

Dear (Resident):

We are notifying you that the construction project at the Swallow community is now scheduled to begin. Your household will need to temporarily relocate in order for the renovation to be completed but you will not be displaced in connection with this project. Your unit (1303 W Swallow Rd #) has been selected for rehabilitation and will need to be vacated by - _____. You will be temporarily staying at **1303 W Swallow Rd. # , Fort Collins, CO 80526**. Upon completion of construction, you will be moved back to your original unit or to a comparable unit. Returning to the original unit is not guaranteed. All moving costs to move out and back in to your Existing Unit or a Comparable Unit will be paid by the Landlord.

CARE Housing has hired A Good Moving Company to move the items from your household into the temporary unit **on** _____. Moving boxes will be provided by the moving company. If you need packing assistance as a reasonable accommodation, please contact CARE Housing to arrange these services.

The utilities (gas and electricity) at your current residence must remain active. **Please do not disconnect or transfer these services.** If you receive a gas and/or electric bill that is higher during the time you are in the temporary unit, you may request reimbursement of the overages. To receive reimbursement, you will be required to provide the last 3 months of bills to show that the usage increased. If you are in a temporary unit, all utilities at the temporary site will be set up in CARE Housing's name and ready for you when you move in.

CARE Housing can release you from your lease without a lease break fee if you prefer to move out of Swallow Road/CARE Housing altogether, but the unit would still need to be vacated by the date specified in this letter.

On behalf of CARE Housing, we greatly appreciate your patience while we coordinate with engineers, architects, and other experts to successfully complete the renovation of our community. CARE Housing is committed to providing quality, affordable housing to all of our residents.

Please contact me at 970-829-1602 or jellis@carehousing.org with any questions or concerns.

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656





Sincerely,
Jacki Ellis
Senior Property Manager

I, (Resident), have received the notice of construction for rehabilitating the property I currently occupy at
1303 W Swallow Rd # , Fort Collins, CO 80526.

Resident Signature

Date

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656



APPENDIX

EXHIBIT I – CONSTRUCTION TEMPORARY MOVE BACK LETTER



(Date)

(Resident)

1303 W Swallow Rd #
Fort Collins, CO 80526

Re: Move Back Notice –send by certified mail and posted a copy to the unit

Dear (Resident):

We are notifying you that the construction project at the Swallow community is nearing completion. Your leased unit (1303 W Swallow Rd #) is scheduled to be ready for move-in by _____. **CARE Housing will be scheduling movers to move the items from the temporary apartment back into your leased apartment on _____** The movers with A Good Moving Company will be contacting you to schedule a time. If additional moving boxes are needed, they will be provided by the moving company. If you need packing assistance as a reasonable accommodation, please contact CARE Housing to arrange these services. All moving costs to move out and back in to your Existing Unit or a Comparable Unit will be paid by the Landlord.

The utilities (gas and electricity) at your current residence must remain active. **Please do not disconnect or transfer these services.** If you receive a gas and/or electric bill that is higher during the time you are in the temporary unit, you may request reimbursement of the overages. To receive reimbursement, you will be required to provide the last 3 months of bills to show that the usage increased. If you are in a temporary unit, all utilities at the temporary site will be set up in CARE Housing's name and ready for you when you move in.

CARE Housing can release you from your lease without a lease break fee if you prefer to move out of Swallow Road/CARE Housing altogether, but you would still need to vacate the temporary apartment by the date specified in this letter.

On behalf of CARE Housing, we greatly appreciate your patience while we coordinate with engineers, architects, and other experts to successfully complete renovation of our community. CARE Housing is committed to providing quality, affordable housing to all of our residents.

Please contact me at 970-829-1602 or jellis@carehousing.org with any questions or concerns.

Sincerely,
Jacki Ellis
Senior Property Manager

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656





I, (Resident), have received the notice of construction completion and that I will need to move back to 1303 W Swallow Rd # , Fort Collins, CO 80526 by the date specified above.

Resident Signature

Date

1303 W. Swallow Road Bldg. 11, Fort Collins, CO 80526
www.carehousing.org (970)282-7522 or TTY (800)659-2656

